

# **Excel Lesson 3**

## **Organizing the Worksheet**

**Microsoft Office 2010  
Introductory**

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# Objectives

- Copy and move data in a worksheet.
- Use the drag-and-drop method and Auto Fill options to add data to cells.
- Insert and delete rows, columns, and cells.
- Freeze panes in a worksheet.
- Split a worksheet window.

## Objectives (continued)

- Check spelling in a worksheet.
- Prepare a worksheet for printing.
- Insert headers and footers in a worksheet.

# Vocabulary

- automatic page break
- copy
- cut
- fill handle
- filling
- footer
- freeze panes
- header
- manual page break
- margin
- Normal view
- Office Clipboard (Clipboard)
- Page Break Preview

# Vocabulary (continued)

- Page Layout view
- paste
- print area
- print titles
- scale
- split

# Copying and Moving Cells

- **Copying** duplicates the cell or range in another location, while also leaving the cell in its original location.
- **Cutting** removes a cell or range from its original location in the worksheet.
- **Pasting** places the cell or range in another location.

# Copying and Moving Cells (continued)

- To copy a cell or range, use buttons in the Clipboard group on the Home tab.
- The copied data is placed on the Office Clipboard. The **Office Clipboard** (or **Clipboard**) is a temporary storage area for up to 24 selections you copy or cut.
- To move a cell or range, you use the Cut button, followed by the Paste button.

# Copying and Moving Cells (continued)

- Range copied to the Clipboard

Clipboard group contains the Copy, Cut, and Paste buttons

You will correct misspellings later

Selected cell is where the Clipboard item will be pasted

Flashing border surrounds selected cells copied or cut to the Clipboard

	A	B	C	D	E	F	G	H	I	J
1	UTILITIES EXPENSES									
2										
3	Electricity	KWH	Cost/KWH	Monthly Cost						
4	April			\$0.00						
5	May			0.00						
6	June			0.00						
7	Quarterly Expense			\$0.00						
8										
9										
10										



# Copying and Moving Cells (continued)

- You can quickly move or copy data using the drag-and-drop method. First, select the cell or range, then drag them to a new location.
- To copy cells, press and hold the Ctrl key.
- **Filling** copies a cell's contents and/or formatting into an adjacent cell or range.
- You can use the **fill handle** to help with copying cells and also to continue a series of text items, numbers, or dates.

# Inserting and Deleting Rows, Columns, and Cells

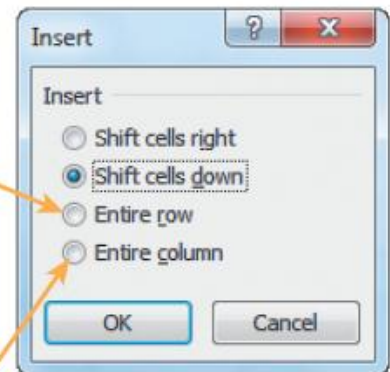
- To insert a row, click the row heading to select the row where you want the new row to appear. Then, click the Insert button on the Home tab.
- To insert a column, click the column heading to select the column where you want the new column to appear. Then, click the Insert button.

# Inserting and Deleting Rows, Columns, and Cells (continued)

- To delete a row or column, click the appropriate row or column heading and then click the Delete button on the Home tab.
- Use the buttons in the Cells group on the Home tab to insert and delete cells.

Inserts a new row in the selected cell's row

Inserts a new column in the selected cell's column



Insert dialog box

# Freezing Panes in a Worksheet

- You can view two parts of a worksheet at once by freezing panes.
- When you **freeze panes**, you select which rows and/or columns of the worksheet remain visible on the screen as the rest of the worksheet scrolls.

# Splitting a Worksheet Window

- **Splitting** divides the worksheet window into two or four panes that you can scroll independently.
- This enables you to see different parts of a worksheet at the same time.

# Splitting a Worksheet Window (continued)

- Worksheet window split into horizontal panes

Horizontal split bar separates the panes

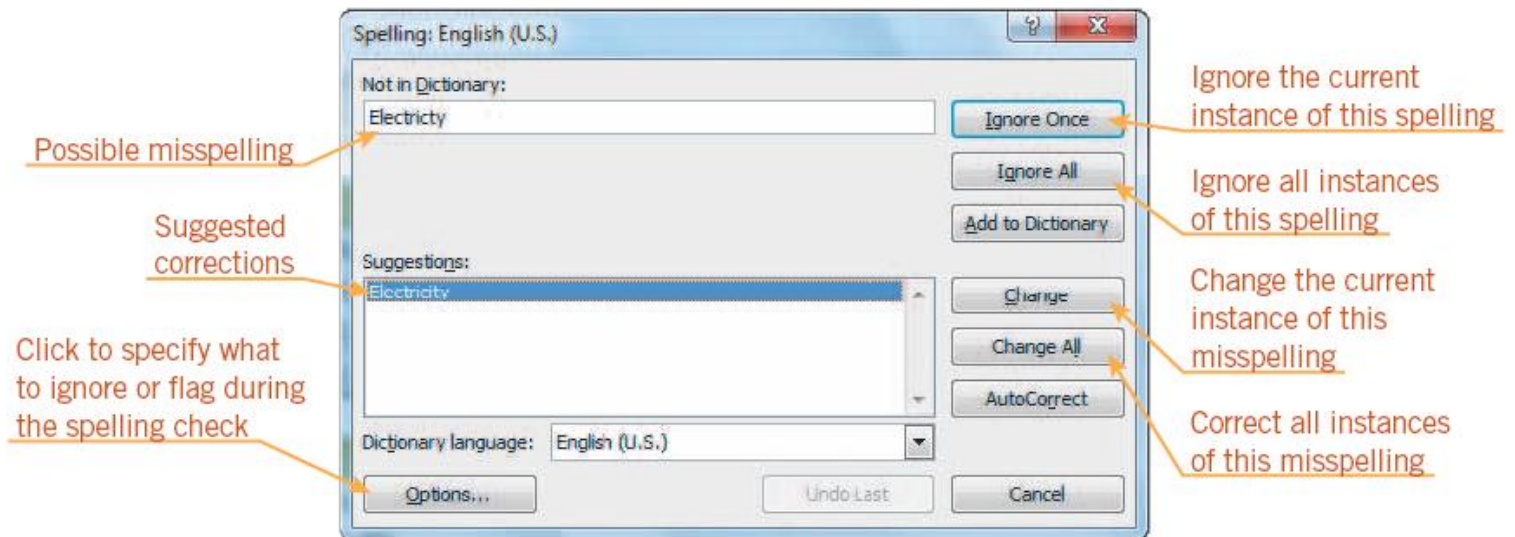
Scroll bars appear in each pane

Vertical split box

UTILITIES EXPENSES				
	Units Used	Unit Cost	Billed	
Electricity	KWH	Cost/KWH	Monthly Cost	
April	512	0.097	\$49.66	
May	487	0.097	47.24	
June	522	0.097	50.63	
Quarterly Expense			\$147.54	
Natural Gas	100 cf	Cost/100 cf	Monthly Cost	
April	78	1.72	\$134.16	
May	73	1.72	125.56	
June	77	1.72	132.44	
Quarterly Expense			\$392.16	

# Checking Spelling in a Worksheet

- To find and correct spelling errors, use the Spelling command on the Review tab.



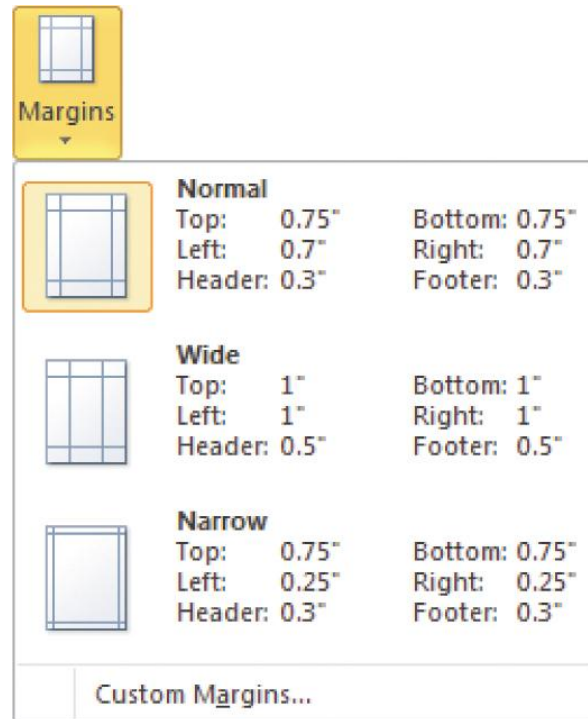
# Preparing a Worksheet for Printing

- So far, you have worked in **Normal view**, which is the best view for entering and formatting data in a worksheet.
- **Page Layout view** shows how the worksheet will appear on paper, which is helpful when you prepare a worksheet for printing.
- The **margin** is the blank space around the top, bottom, left, and right sides of a page.



# Preparing a Worksheet for Printing (continued)

- Margins menu



# Preparing a Worksheet for Printing (continued)

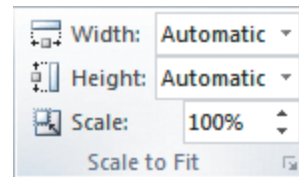
- By default, Excel is set to print pages in portrait orientation. Worksheets printed in portrait orientation are longer than they are wide. In contrast, worksheets printed in landscape orientation are wider than they are long.
- The **print area** consists of the cells and ranges designated for printing.

# Preparing a Worksheet for Printing (continued)

- Excel inserts an **automatic page break** whenever it runs out of room on a page. You can also insert a **manual page break** to start a new page.
- The simplest way to adjust page breaks is in **Page Break Preview**. On the status bar, click the Page Break Preview button to switch to this view.

# Preparing a Worksheet for Printing (continued)

- Scaling resizes a worksheet to print on a specific number of pages. The Scale to Fit group contains the three options shown below.



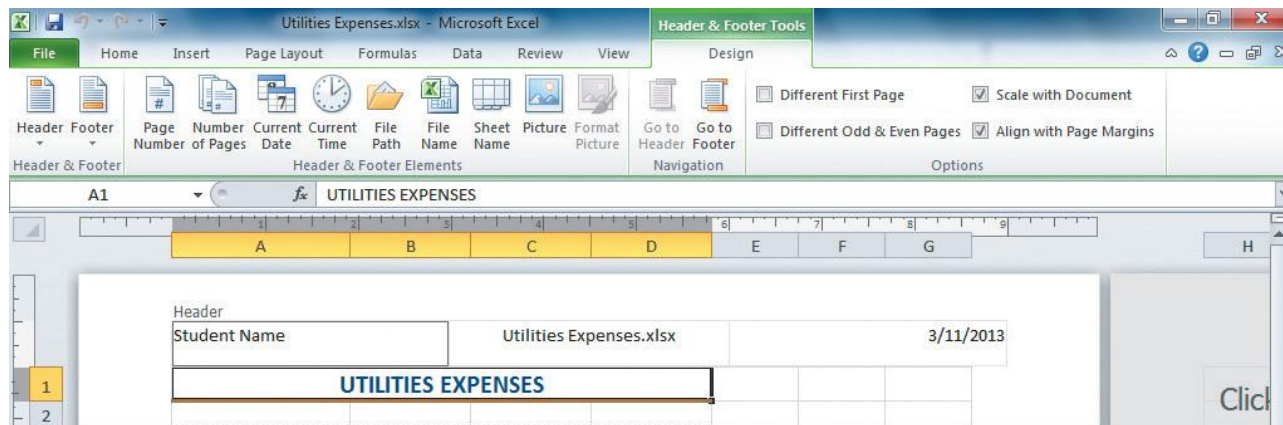
Scale to Fit group on the Page Layout tab

# Preparing a Worksheet for Printing (continued)

- By default, gridlines, row numbers, and column letters appear in the worksheet but not on the printed page. You can choose to show or hide gridlines and headings in a worksheet or on the printed page.
- **Print titles** are designated rows and/or columns in a worksheet that are printed on each page.

# Inserting Headers and Footers

- A header is text that is printed in the top margin of each page. A footer is text that is printed in the bottom margin of each page.



Completed Header section

# Summary

In this lesson, you learned:

- You can copy or move data to another part of the worksheet. You can use the Copy, Cut, and Paste buttons, the drag-and-drop method, and the fill handle to copy and move data in a worksheet. These tools save time by eliminating the need to retype data.
- As you build a worksheet, you may need to insert a row or column to enter more data, or delete a row or column of unnecessary data. You can also insert or delete specific cells within a worksheet.

## Summary (continued)

- When a worksheet becomes large, the column or row labels can scroll out of view as you work on other parts of the worksheet. To keep selected rows and columns on the screen as the rest of the worksheet scrolls, you can freeze panes.
- Splitting a large worksheet enables you to view and work in different parts of a worksheet at once, in two or four panes that you can scroll independently.
- You can check a worksheet for possible misspellings and correct them using the Spelling dialog box.



# Summary (continued)

- When you are ready to print a worksheet, switching from Normal view to Page Layout view can be helpful. You can modify how a worksheet appears on the printed page by increasing or decreasing the margins, changing the page orientation, designating a print area, inserting page breaks, scaling, showing or hiding gridlines and headings, and specifying print titles.

# Summary (continued)

- Headers and footers are useful for adding identifying text at the top and bottom of the printed page. Common elements include your name, the page number, the current date, the workbook file name, and the worksheet name.